

How to Submit an Itemized Budget Request (IBR)

Browser: Log into AmpliFund, <https://ne.amplifund.com> using Google Chrome, Mozilla Firefox, or Microsoft Edge.

Complete the IBR Excel

Complete the Itemized Budget Request – IBR – Year 9 excel template (that was originally emailed to you when your AmpliFund Award was created) and save the completed copy to your computer.

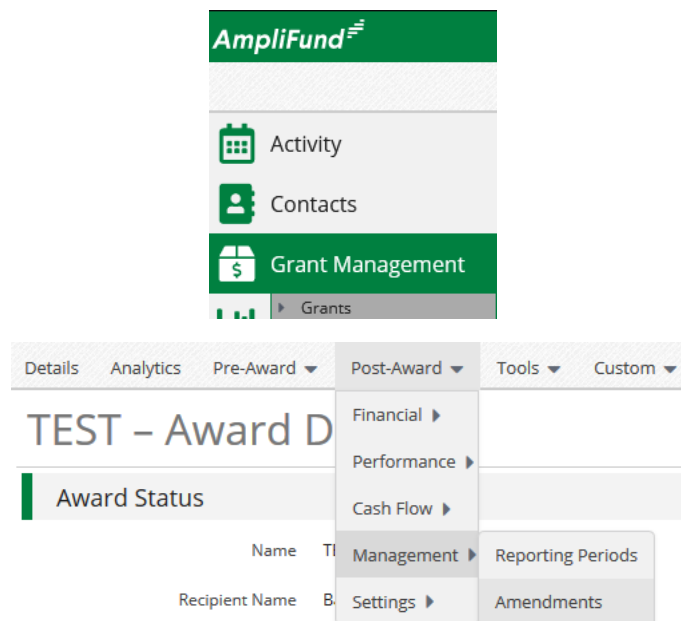
NOTE: In some cases multiple IBR's will need to be submitted for 1 business trip.

Submit Through AmpliFund

To submit an IBR, you will submit through a request called an **Amendment** in AmpliFund.

Navigating to Amendments

Login into AmpliFund > Grant Management (left navigation) > Grants > [Choose Your Grant] > Post-Award (tab) > Management > Amendments



This page will list all previously submitted Amendments as well.

Click on the Amendment Name for a summary popup.

Click on the Magnifying Glass (in the same row as the Amendment Name) to view the entire Amendment.



If you had a saved, unsubmitted, Amendment, you could click the edit pencil to continue to complete it, or the trashcan to delete it.



Creating an Amendment

When you have navigated to the Amendment page, click the + in the top right of the screen.



Select **Category Budget** at the top of the Amendment form by clicking into the circle on the right side. Then click on the left side to toggle and have the Category Budget information appear below.

Amendment

2. Click to view Category Budget information

1. Click to Select

Award Duration ☐ Awarded Amount ☐ **Category Budget** ☒ Performance Goal ☐

At anytime, you can click **Save** on the bottom right of your screen to save your progress.

Save Submit Cancel

Amendment Request

In the Amendment Request section, name your IBR Request Number in the **Amendment Name** field.

If there have been 2 *APPROVED* previous Amendments (IBRs), current request is #3. On the Award, navigate to Post-Award (tab) > Management > Amendments to see any previously created and *APPROVED* Amendments (IBRs).

Enter today's date in the **Date Requested** field.

Amendment Request

Amendment Name* IBR: 03

Date Requested* 12/11/2020

Category Budget

In the Category Budget section, select **Add New Category**.

Category Name: [IBR Request Number]

Proposed Budget Category Total: [Enter Total STEP Funds Requested amount from Excel Template]

Category Budget

Categories

☐ IBR: 01
☐ IBR: 02

If this is your first IBR, you will only have the **Add New Category** button. You will not need to use these checkboxes for previously approved IBRs.

Add New Category

Click

Budget Categories

New Category

Proposed Budgeted Category Total

IBR: 03

\$1,000.00

Remove Category

You will see the following red text, but you will still be able to submit your IBR Amendment successfully.

Category total equals more than the awarded amount.

Justification: *Optional. DED will be able to view this field.*

Upload File(s): [Choose file(s) to attach the Excel Template] & [Additional Attachments noted in the Excel Template based on Type of Activity]

Internal Notes: *Optional. DED will not be able to view this field.*

Justification

Europe Trip. Attached below in 'Additional Documentation from IBR': confirming international buyers attending show, explanation how show fits strategy, and how we'll meet potential buyers.

Upload File(s)

Choose file(s)

03_Itemized_Budget_Request-IBR.xlsx

Additional Documentation from IBR.docx

Internal Notes

Submitting the IBR Amendment

When you are done completing the Amendment, click **Submit** on the bottom right of the screen.

Save

Submit

Cancel

NOTE: After submitting, you will not be able to edit your Amendment.

Click **Submit** again.

Submission Reminder

By submitting, you will be sending the amendment to the funder organization.

You cannot make any further changes after submission.

Submit

Cancel

Notifications

The Recipient Grant Manager will receive an email from AmpliFund that the Amendment was successfully submitted.

The Recipient Grant Manager will receive an email from AmpliFund that a decision has been made.

NOTE: This automatic email has the Amendment Name, but not specific directions on what to do on your specific Amendment Type.



Hello John Doe,

You are receiving this AmpliFund notification email because Basic LLC (TEST) has made a decision regarding your amendment request for STEP DEMO.

Amendment Name **IBR: 03**

- Budget Category Approved
- This may affect line items on the budget. Go to the budget page to make any necessary changes.

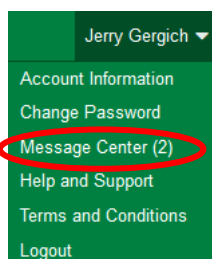
For more detail, log in to AmpliFund to [view the amendment](#).

Regards,
AmpliFund Administrator
Basic LLC (TEST)

AmpliFund is the leading enterprise grant management platform designed for nonprofit and public sector organizations to manage every phase of the grant management process.

The Recipient Grant Manager will also receive these messages in AmpliFund's **Message Center**.

To view the Message Center: Login into AmpliFund > [Click on User's Name in the top right corner] > Message Center



Viewing the IBR Amendment Response

Login to AmpliFund > Grant Management > Grants > [Choose Your Grant] > Post-Award (tab) > Management > Amendments

To see the short summary popup, click the **Amendment Name**.

To see the complete amendment, click the **Magnifying Glass**.



NOTE: It is possible to have your Amendment IBR 'Approved' but not exactly what was requested.

Summary Popup

Click to quickly see the Amendment status (Approved, Denied, Denied – Needs More Information)

IBR: 02

Amendment Type	Date Created	Date Submitted	Amendment Creator Type	Submitted By	Internal Notes	Status	Response Sent
Budget Category	12/11/2020	12/11/2020	Recipient	John Doe		Denied - Needs More Information	Yes

Close

Entire Amendment Response

Click to see the submitted Amendment, Status, and Reasoning (not all responses will have the Reasoning field filled in).

Amendment Request Response

Status
Denied: Needs More Information

Reasoning

Forgot to attach IBR excel as an attachment

Possible Statuses

Approved

Your Program Manager will update you Budget with a new IBR category and corresponding line items for what is approved.

Denied

No further action occurs. You can submit an additional IBR Amendment if you wish.

Denied: Needs More Information

You will need to submit an additional Amendment with the changes the Program Manager asked for in their Reasoning field if you wish to continue with the IBR.